



Adverse Incident Reporting

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Adverse Incident Reporting

- Effective January 1, 2013, providers shall report all adverse incidents involving individuals receiving services by agencies licensed or funded by KDADS.
- Reports shall be submitted within 24 hours of becoming aware of the incident online through the Adverse Incident Report (AIR) web application (located in the KDADS Web Applications).

Adverse Incidents Reporting Protocol

- Process is designed to facilitate ongoing quality improvement to ensure the health and safety of individuals receiving public funded services
- Is reportable when individual is/was participating KDADS public funded or on any premises owned or operated by a provider or facility licensed by KDADS.

Adverse Incidents Reporting Protocol

- All reportable adverse incidents shall be documented and analyzed as part of the provider's quality assurance and improvement program
- Each incident shall be reported using the appropriate KDADS Adverse Incident Report (A.I.R) web based tool at www.aging.ks.gov within 24 hours of the provider becoming aware of the occurrence of the adverse incident.

AIR Reports Submission

- AIR Reporting manual:
http://www.aging.ks.gov/Manuals/AIR/AIR_Instructions_Provider.pdf
- Everything you need to know to report.
- Definitions of what constitutes an adverse incident
- How to access the web application


Accessing the Application:

- Access the KDOA Provider Information Resource Web Site. - www.aging.ks.gov
- Click the **Web Applications** button under the “**Applications Link**” section on the right side of the page.



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[KDADS Web Application Access Security Agreement](#)


Welcome


The purpose of this site is to supply a central point for obtaining information for Area Agencies on Aging, Aging and Disability Resource Centers, Community Developmental Disabilities Organizations, Centers for Independent Living, Hospitals, Assessors, Targeted Case Managers, Adult Care Homes, Service Providers and others within the Aging and Disability Network.


NEW OR UPDATED INFORMATION


- [Draft Field Service Policy Change - Case Management \(3.1\) / Senior Care Act \(3.6\) Policy Updates](#) - 07/06/2015
- [KAMIS SED Changes Due to Data Migration](#) - 7/01/2015
- [KAMIS SED Frequently Asked Questions](#) - 7/07/2015
- [Kansas Medicaid Nursing Home Rates as of July 1, 2015](#) - Revised 06/24/2015
- Updated KAMIS User Manual Chapters:
 - [Chapter 5 - Person Search](#) - 06/01/2015
 - [Chapter 22 - Organization Administration](#) - 07/01/2015
 - [Chapter 24 - Provider Service](#) - 07/01/2015
 - [Chapter 26 - Mass Update](#) - 07/01/2015
- Providers please take the [HCBS Settings Assessment and Attestation Survey](#) - 05/18/2015
- [On-line KDADS Training Registrations](#)
 - I/DD Community Service Provider Informational Meetings
 - KDADS Training Calendar


Application Links:



 (Use I.E. 10, Firefox 33.1.1 or Safari browser)
 Application Unavailable Nightly Between 10:30pm and 2:00am




[Adult Abuse, Neglect or Exploitation Hotlines](#)







Web application Link

Account Set Up/ Log In

- Type the **User Name**.
- Type the **Password**.
- Click the **OK button**.
- Click on the **AIR button**.





Sign In



OK

Cancel

Sign In

Enter your Single Sign-On user name and password to sign in.

User Name

Password

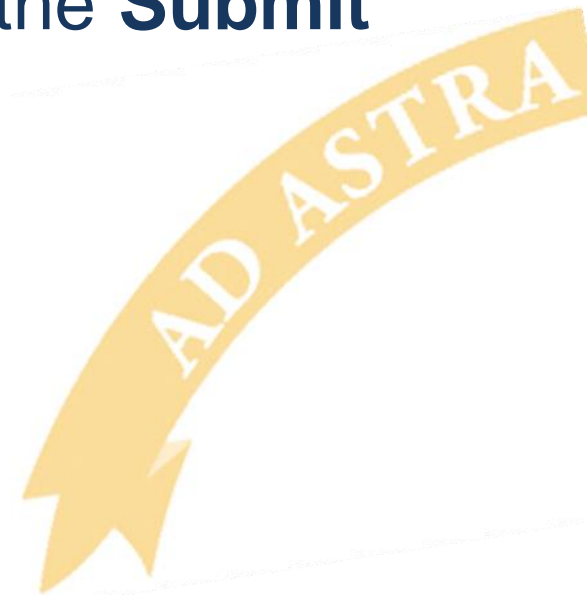
OK

Cancel

AD ASTRA

Creating the AIR Report

- Data enter all required fields. Required fields are noted by the red star next the label.
- Click the **Create button**.
- If additional information is data entered, click on the **Apply Changes button to save**.
- When data entry is complete, click the **Submit the Report to KDADS button**.
- All fields will become disabled.




AIR Reporting Web Demonstration

July 23, 2015




Adverse Incident Reporting

Adverse Incident Reports Submitted



 Rows



☐ Incident County

1 - 14 of 14

Edit	Report Date	Incident Date	Report Submitted Date	Report Resolve Date	Report Status	Customer Last Name	Customer First Name	Provider Name	Provider Type
	12/04/2012	12/04/2012	12/15/2012	12/31/2012	COMPLETED	FLINTSTONE	FRED	ABLE U HOME HEALTH SERVICES	Frail Elderly
	12/07/2012	11/30/2012	12/07/2012	-	REPORTED	SLATE	GRANT	ABLE U HOME HEALTH SERVICES	Physically Disabled
	12/05/2012	12/06/2012	12/05/2012	-	REPORTED	PET	DINO	ABLE U HOME HEALTH SERVICES	PSYCHIATRIC RESIDENTIAL TREATMENT FACILITY

Provider Reports Submitted Navigation Tab: The report displays a listing of all the customers with reports that are associated with the users Organization.

Logging-Out

- When you will not be using the application for a period of time, the program should be closed for security reasons.
- In the upper right corner of the window click on the **Logout link**.
- Protected Health Information- **Log out**
when not about.



Questions

➤ Application How To, Questions or Password Change

- Contact KDADS Help Desk
 - Phone: (785) 296-4987
 - E-Mail: HelpDesk@kdads.ks.gov

➤ Questions about the AIR Policies and Guidelines

- Contact KDADS Home and Community Based Services Division
 - Email: HCBS-KS@kdads.ks.gov

